



**TOWN OF UXBRIDGE
BOARD OF SELECTMEN
Town Hall Room 102
21 South Main Street
Uxbridge, MA 01569-1851
508-278-8600 Fax 508-278-8605
town.manager@uxbridge-ma.gov**

**Jill R. Myers
Town Manager**

MEMORANDUM

TO: Honorable Board of Selectmen

FROM: Jill R. Myers, Town Manager

DATE: December 7, 2006

SUBJECT: Town Manager's Report for the BOS Meeting of December 11, 2006
Attached, please find the November Department Head Monthly Reports.

FATM FOLLOW-UP

Jennifer Cederberg has been appointed the Interim Town Clerk and served in this capacity for the Fall Annual Town Meeting. There were 196 voters in attendance at this meeting. Jenn has finalized the minutes for the meeting and is finishing compiling the information required for submission to the Attorney General's Office. In addition, certified votes of local statutes that were accepted have been forwarded to the Secretary of State's Office. Jenn has been in contact with the Director and Assistant Director of the Attorney General's Office regarding our articles and required submissions to ensure that this process is handled both appropriately and expeditiously.

A meeting has been scheduled for 12/11 with MA Development in preparation for the expedited permitting program. Attorney Roberti will also be present. Uxbridge was the first Town to accept the statute, and we are working to submit the technical assistance grant.

SPECIAL TOWN MEETING – 1/9/07

The Town Clerk's Office has secured the High School Auditorium for the Special Town Meeting on 1/9/07. The Warrant for this meeting closed at the end of the business day on December 8th. A late voter registration day will be held in the Town Clerk's Office from 8 a.m. – 8 p.m. on Friday, December 29th. Town Meeting workers have been secured for the evening of 1/9.

The sign-in process as well as the amount of staff required to work the meeting will be altered based on conversations staff has had with neighboring Town Clerks as to how their respective Town Meetings are organized. These changes will provide a cost savings to the Town in terms of supplies as well as man hours. It should also be noted that the hiring of a police officer detail is not required as long as Chief Freitas will be at the entire meeting (staff has confirmed that he will be).

TOWN CLERK RECRUITMENT

We received a good amount of applications for the position of Town Clerk and during the week of 11/27, I conducted a total of 5 interviews with highly qualified individuals. I have selected a

candidate and am in the process of checking references. I anticipate being able to make an offer to the selected candidate sometime during the week of December 11th. We were very fortunate to have some excellent candidates to consider.

BOS/TOWN CLERK'S OFFICE – STAFFING

Some changes will be taking place in the staffing of the Town Clerk's Office at the end of December. Jennifer Cederberg has agreed to remain our Interim Town Clerk until a permanent Town Clerk is on board. Doris Saucier will remain as the Assistant Town Clerk. Joe Smith has returned to the function of Administrative Assistant I and will remain in this position through the end of December. Beginning on January 2nd, Joe will return to the Town Manager/Board of Selectmen's Office for a schedule of 19 hrs./week. We also plan to return to the 10:00pm meeting rule. The position he previously held in the Office of the Town Clerk will remain vacant until a permanent Town Clerk is on board. This position will remain in tact and recruitment efforts will be handled by the new Town Clerk.

CAMPAIGN FINANCE REPORTS

The Town Clerk's Office has been in contact with the Office of Campaign & Political Finance regarding the submission of campaign disclosure reports under MGL Chapter 55. The law requires all elected officials to submit reports, twice per year, which contains information relative to campaign finance activity (all funds and in-kind contributions received, expenses paid and liabilities incurred. These forms will be mailed out to all elected officials during the week of 12/18 and will be due back in the office of the Town Clerk during the first week of January. The Office of Campaign & Political Finance must be in receipt of these reports on or before January 22, 2007.

LAVALLEE LAND ACQUISITION

A new Purchase and Sale Agreement has been received and discussed by the BOS. Town Counsel has communicated comments to Attorney Cove. Staff is working to confirm property lines of the parcel and the accuracy of the plan to file, and form A filing with the Planning Board. On 12/6, a meeting was held at Attorney Cove's Office regarding the map and boundary line issue. The DPW Supt. planned to walk the site with Mr. Lavallee on 12/8. Attorney Marsh informed me that title work is in process. The Phase I (research with DEP and Town records) of the 21E environmental report has been completed, and I have been informed there are no findings. The preliminary recommendation is that a full 21E with boarings need not occur, but I am awaiting the formal report. I have been asked by FinComm to provide an update on 12/12.

FY08 BUDGET

Department requests are due by 12/8. The request sheets have been provided to Boards and Commissions/Committee with budget preparation responsibilities.

TAX RECAP

DOR Rep. Reed was onsite 12/8 to review the Recap, and will deliver to the DOR for certification. Once the tax rate is certified, it will be presented to the BOS – likely at the meeting of 12/27.

MEETING WITH DOR DEPUTY COMMISSIONER GERALD PERRY

David Genereux, David Utakis and I met with DOR Deputy Commissioner Gerald Perry on December 4th. The Deputy Commissioner visits Towns with new Managers or Finance team members. He offered for the DOR to conduct a management audit, and is working to seek

municipal participation in the State's health insurance benefit offerings. A bill will be sponsored in January 2007.

CAPITAL COMMITTEE

The newly formed Capital Planning Committee held their initial meeting on Monday, December 4th. Members of the Committee are Peter Ostroskey, Scott Freitas, Dan Stefanilo, Jack McCarthy and Bob Martellio. Peter will serve as the Chairman and Jack will serve as the Clerk. David Genereux and I were also in attendance at the meeting. Their next meeting will be on 12/11 to discuss their review process, and then they will extend an invitation to meet with Departments/Committees to kick off the project submittal/review process.

FINANCE COMMITTEE MEETINGS

David Genereux and I were invited to meet with the Finance Committee on December 5th. They have withdrawn the proposed article for the Special Town Meeting as previously voted on 11/21 after Town Meeting. They have scheduled their STM Public Hearing on December 19th. Interim meetings are scheduled for 12/12 with me to discuss the status of the land acquisition and financial policies, and 12/13 a meeting with the School Committee Chairman and Superintendent to discuss the proposed High School project.

WATER/SEWER RATE HEARINGS SCHEDULED FOR 12/27/06:

The hearings will be advertised and are scheduled to occur on 12/27/06. Preliminary findings by the DPW Superintendent and Finance Director (as of 12/1/06) result in the proposed rates below:

PROPOSED WATER RATES

	<u>CURRENT</u>	<u>PROPOSED</u>
0-1600 /cuft	40.38	46.08 Minimum
1601 – 6000 cuft	2.524	2.88
Over 6000 cuft	2.94	3.35

PROPOSED SEWER RATES

	<u>CURRENT</u>	<u>PROPOSED</u>
0-1600 /cuft	46.34	65.44 Minimum
Over 1600 cuft	2.90	4.09
Flat rate /6mos	173.76	245.00
Septage Fee/1000gals	55/1000	60/1000

ANNUAL TOWN REPORT

Staff is working on collecting the outstanding Annual Town Reports. To date, there are still 10 outstanding reports. The submitted reports have been forwarded to the graphic artist who assisted us in organizing last year's report. We are working on a tight timeline with the printer so it is imperative that outstanding reports are submitted as soon as possible (the original deadline given for submission was 11/1). Some exciting ideas have been brought forward for the cover of this year's report but suggestions and ideas are still welcome.

SUTTON STREET STONE WALL

Prior to the BOS action of 11/13/06, the DPW Superintendent confirmed that Sutton Street is not a scenic road. If it were, then Chapter 40: Section 15C. Scenic road designations; improvements; fines would apply. It denotes in part that "the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the planning board...after a public hearing.." Thus such permission is not required. Plans do need to be submitted to the DPW

Superintendent. Additionally, staff researched the historic significance of the wall that borders the town-owned piece of property on Sutton Street. As you know, the Recreation Commission is proposing to widen the entrance to the playing fields on this parcel which would mean removing and/or relocating at least some small section of the rock wall which serves as a property line. When this was considered at the a BOS meeting, we received calls that this wall cannot be altered because of its designation as a “historic wall”. The MA Historical Commission was contacted and results were found on the online data base. There are several properties along Sutton Street that are officially registered as historic sites with the MA Historical Commission. All of these properties contain homes, some with stone walls. However, the stone wall abutting the parcel in question is not listed as a historic landmark nor does it have any other form of official historic designation from the Commission. Staff reviewed maps with the Assessor to be sure that the properties which are listed are no where near the wall in question. Thus the proposal recommended by the Recreation Committee and voted by the BOS on 11/13 is procedurally sound.

HAPPY HOLLOW/VALLEY SCHOOLHOUSE

At an upcoming selectman’s meeting, the BOS will consider a request by the Uxbridge Sons of Union Veterans of the Civil War, A. A. Sherman Camp #18 to restore the schoolhouse. We also received a request from Attorney Cove relative to reimbursement for supplies and services to complete the acquisition, in the amount of \$1,000.00. The Happy Hollow Schoolhouse (or Scout House as it is often referred to), was voted on at the 11/13/01 Town Meeting. The motion read:

“Move to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept the deed to the Town of a fee simple interest in all or a portion of the parcel described below, now or formerly owned by Uxbridge District Committee Boy Scouts of America, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, for general municipal purposes, said parcel of land being described as follows:

The parcel of land and building(s) in Uxbridge, Worcester County, Massachusetts, bounded and described as follows:

Beginning at a point in the westerly line of Carney Street in the Town of Uxbridge, MA at the end of a stone wall by land now of formally of Herbert Tucker;

Thence running by said street line, N. 11° 15’ E., a distance of sixty five (65.0) feet to a stake;

Thence by land of the grantors, N. 81° W. a distance of seventy (70.0) feet to a stake;

Thence by land of the grantors, S. 11° 15’ W. a distance of sixty-five (65.0) feet to a drill hole in a rock in the center of said stone wall;

Thence by land of said Tucker, along the centerline of said stone wall, S. 81° E., a distance of seventy (70) feet to the beginning. The parcel contains 4,500 square feet, more or less.

And, further a) transfer \$1,000 from the Stabilization Fund and appropriate said amount to the Boy Scout Land Account and accept gifts for this purpose and any expenses related thereto; and b) authorize the Board of Selectmen and Town Officers to take all related actions necessary or appropriate to carry out this acquisition.”

To date, there has been no money spent out of this account and the \$1,000 appropriation remains. Staff will need to confirm that there was not a prior earmark of the funds in this account and information you have will be helpful.

CABLE CHANNEL: DRAFT POLICIES

I asked Cable TV Coordinator Giles to review the Charter License Agreement and initiate a policy for political advertisements for the BOS to consider prior to the start of the campaign season. I expect to schedule this for a meeting in January, 2007.

LIBRARY- CLOSURE ON 12/8 & 12/9

According to Deb Young, there has been an ongoing water leak in the children's room at the library for approximately 3 weeks. The source of the problem was finally identified on 12/6 by library trustee Jerry Lemire and Lee Bliss, owner of Bliss Carpet Care. Mr. Bliss was called in for the second time in two weeks to wet vacuum the affected floor under the technical services area. He was able to remove the moldy section of carpet and discard it. This allowed the floor underneath to dry. It was then that a leaking steam pipe behind the wall was identified as the problem. Nydam Oil was contacted and Emil Legendre was sent to check out the pipe. Mr. Lemire and Mr. Legendre discussed capping and rerouting the pipe to stop the leak. To add to the situation it was discovered that the pipe was covered in asbestos. Therefore a company that Nydam Oil uses regularly to handle such cases has been contacted and the pipe in question will be dealt with on 12/8. Once the asbestos situation is taken care of, Nydam will return to complete the rerouting process. The floor, surrounding carpet and new flooring will also need to be addressed so as to return the area to its original condition. Since this is a high traffic area, it is essential that all of this take place in a timely manner. This will allow the public area to be reopened for business without any further interruption.